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DEPARTMENT OF MENTAL HEALTH

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JIM REDDOCH, J. D.
COMMISSIONER

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FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Personnel Manager III	NUMBER: 13-27
JOB CODE:	H6000	DATE: June 21, 2013
JOB LOCATION:	Bryce Hospital Tuscaloosa, Alabama	POSITION NO: 8800035

SALARY RANGE: 82 (\$59,517.60 - \$90,724.80)

QUALIFICATIONS: Bachelor's degree in Personnel Management, Business Administration, Public Administration, or a related field, plus extensive (72 months or more) responsible experience in professional personnel management, including (24 months or more) supervisory experience; **OR** current permanent status as a Personnel Manager II; **OR** current permanent status as a Personnel Specialist III.

KIND OF WORK: This is a highly responsible professional personnel management work in directing the day to day operations of the Personnel Department. An employee in this class is responsible for planning, organizing, developing, coordinating and implementing a comprehensive personnel management program. Supervision is exercised over a professional and non-professional staff. Coordinate all recruitment efforts for hiring approximately 250 employees annually. This includes all aspects of on-site hiring of Mental Health Worker I's; the hospital's largest classification. Interview applicants being considered for upper level professional positions. Supervise the payroll section which prepares all payrolls, provides paychecks to both employees and patients, and communicate necessary information about payroll related matters to employees. Evaluate and make recommendations to the Hospital Director in all situations involving employees, which call for consideration of suspensions or dismissal as a disciplinary action. Prepare dismissal and suspension documents as directed by the Director. Hear, as designee of Director, pre-suspension conferences desired by employees notified of suspension action. Approve all written reprimands and warning letters prepared by Department Heads/Unit Directors. Evaluate and make recommendations for action to the Director on all requests for new positions or reclassifying positions received from the departments/units in the hospital. Interpret the personnel rules and regulations to hospital employees, especially department head level staff. Advise department heads on classification and hiring matters. Assist in preparation of presentation and defense information related to State Personnel Board appeals, EEOC cases, and Federal Court cases. Facilitate and maintain constructive relationships with official labor groups representing employees. Serve on standing and ad hoc committees as directed by the Hospital Director. Acting as designee for Hospital Director, recommend approval/disapproval for advanced sick leave, donated sick leave, military leave and LWOP. Coordinate the required evaluation of employees by supervisors and insure

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accurate payment of related annual raises. Develop and provide in-service training to hospital staff on Human Resource related subjects. Plan, develop and complete special projects as assigned by the Hospital Director. Perform other related tasks and assignments as requested.

REQUIRED KNOWLEDGES, SKILLS, and ABILITIES: Thorough knowledge of Department of Mental Health rules and regulations. Knowledge of State of Alabama Personnel policies and procedures. Knowledge of pertinent Federal and State laws and regulations (including FMLA, ADA and EVerify). Knowledge of the principles and practices of public personnel administration, regarding applicable rules, regulations, policies and State and Federal legislation. Knowledge of Joint Commission and Medicare standards. Ability to plan, organize, and prioritize work activities. Good supervisory and management skills with the ability to plan, direct, and review the work of others. Ability to be objective and fair in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Good verbal and written communication skills.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104 by **UNTIL FILLED** in order to be considered for this position. **An official copy of your academic transcript from the university or college from which you received your nursing degree is required and must be forwarded by the college or university to the Human Resources Department at the above address.**

www.mh.alabama.gov